



Rome Commission of the Arts

City of Rome Department of Marketing and Community Relations
198 N. Washington St., Rome, NY 13440
Phone (315) 838-1709 ♦ Fax (315) 339-7667

Guidelines

2007 Civic Partner Program: Funding for Arts, Cultural, and Historic Organizations

**DEADLINE:
Friday, June 30, 2006**

Applications must be received at our office by 5 p.m., **June 30, 2006**

- or -

postmarked by the U.S. Post Office by **June 30, 2006.**

We strongly recommend certified mail.

Note: use of a personal or office postage meter does not meet this requirement.

Rome Commission of the Arts

Mission Statement

To promote, preserve, and foster artistic, cultural, and historic components of the community as essential elements in enhancing a diverse, thriving economic environment that offers an enlightened quality of life.

Seven Commission Members

The seven members of the City of Rome Commission of the Arts (RCA) are citizen volunteers appointed by the Mayor and Common Council to advise and advocate arts and culture issues. The seven Commission members include: Ronald Cantor; William Di Paolo; Linda Finley; Thomas Kernan; Sandra Lockwood; Eileen Pronobis; and, Shelley Turner.

Civic Partnership Program

Each Commission member is committed to the Civic Partner Program. Strong Civic Partners are crucial to maintaining a thriving community. We endeavor to continually develop these partnership relationships and to serve as proactive facilitators and catalysts for progress. We consider coordinated implementation of innovative strategic initiatives essential to realizing maximum benefits from the City of Rome RCA Civic Partner Program.

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Before You Apply

Please read through these guidelines carefully before applying to be sure you understand the program goals and requirements. By signing and submitting an application, you are promising to meet these requirements if your organization is selected for funding. After reading these guidelines, if questions remain, contact the RCA Grants Committee.

Eligibility and Requirements

Eligibility Criteria

To apply for support, an organization must have its primary location in the City of Rome and have:

- a mission and programs centered on arts and culture;
- a minimum three-year history of continuous operation and programming serving Rome residents (may include the application year, so long as there are two complete prior years);
- a not-for-profit business structure; and
- at least one ongoing cultural program open to the public in Rome.

Arts and culture organizations are defined as not-for-profit groups that provide regular cultural programs or services, which may include producing or presenting a series or annual program of performances, exhibitions, media presentations, festivals, readings, or literary publications. In addition to producers and presenters, service organizations may apply.

Service organizations provide education, training and professional services such as administrative support, information resources or technical assistance to a variety of arts professionals or disciplines that include special populations, ethnic communities and underserved communities.

Not-for-profit structure: Eligible organizations should be “non-profit” or “not-for-profit” in that the organization’s net earnings are all put back into programs and operations. Federal 501(c)(3) tax-exempt status is not required.

Submitting Proof of Nonprofit Status: The following document(s) must be submitted as proof of your organization's not-for-profit status: each applicant must submit a copy of Certificate of Incorporation for not-for-profit entity filed with New York State. Applicants should also submit a copy of IRS determination letter of 501(c)3 tax-exempt status, if appropriate.

Organizations in their third year means organizations whose first full year of operation and “seasonal” or annual programming began as early as January 1, 2004, but no later than June 30, 2004. If selected for funding, you will be asked to provide updated financials for your completed 2004/2005 fiscal years.

What We Can and Cannot Support

Once an organization has been designated a Civic Partner, it will work with RCA and City of Rome during the funded year to outline and contract for purchase of specific cultural services or products providing public benefit to City of Rome residents. These will be your core programs and services; they do not have to be new programs or projects.

Evaluation Criteria

The City of Rome has delegated the responsibility to allocate Program funds to the RCA and, as such, the RCA shall, in its sole discretion, make the determination as to which organizations best meet the evaluation criteria set forth herein and the purpose and intent of the Civic Partner Program and Rome Code of Ordinances, Chapter 2, Article III, Division 3, or any successor law thereto. Consistent with said responsibility, the RCA shall have the sole discretion over which organizations are granted awards and the amount thereof. The Civic Partner Program focuses on making sound investments in the excellence and sustainability of the broad cultural community, helping organizations make a rich variety of arts and culture opportunities accessible to City of Rome residents and visitors. *Through this and all of our programs, we are committed to removing barriers to participation and involving diverse cultures and underserved audiences and artists.* In reviewing and discussing applications, RCA consider the quality of the individual organization and the diversity of the city and residents to be served.

The following evaluation criteria are considered in the review of applications.

Organizations vary widely in art form, mission, age, size and structure. RCA Commissioners do *not* have a universal yardstick. Successful applicants will clearly and specifically tell the story of how their organizations meet these criteria.

Items listed suggest some issues RCA considers when reviewing your entire application. You do NOT have to respond to each item – these are listed to help you develop your application.

Quality and Impact of Program in Relation to a Stated Cultural Mission

- Clarity of mission and goals.
- Thoughtfulness and creativity in planning and development of programs.
- Accomplishments, track record related to mission and goals.
- Commitment to employing artists and/or offering opportunities to artists.
- Demonstrated skills, experience of artistic leadership.
- Impact in increasing participation by diverse cultures, underserved audiences and artists.

Level of Community Support and Involvement

- Clearly identified target audience(s), constituents, beneficiaries served.
- Community participation - board, audience, volunteers, donors.
- Collaboration and/or community partners.

Program Availability for City of Rome and Rome Area Citizens and Artists

- Effective and creative promotion/distribution of programs or product.
- Opportunities created for artists to work creatively, to learn and/or to participate.
- Strategies to reach the widest audience possible.
- Service to specific communities or constituencies, especially those with little or no access.

Organizational Soundness and Capacity

- Continuity of artistic, management, and board personnel.
- Realistic budgets.
- Fiscal stability.
- Diverse mix of operating resources.
- Consistent level of program activity.

After You Apply

The Panel Process

Following the deadline, all applications will be screened by the Grants Committee for eligibility and completeness. You are responsible for the quality and completeness of your proposal. Applications are evaluated and organizations recommended for funding based upon the stated program criteria and goals.

Prior Selection for Funding - Grant amounts

Previous City of Rome funding does not guarantee support in any succeeding year. Rome Commission of the Arts may reduce or deny funding to previous grantees when it determines, in its sole discretion, that there has been a decline in the quality or effectiveness of an organization's activities or failure to meet the terms of the City of Rome Board of Estimate & Contract - Cultural Services Contract. While we typically convey concerns in writing, the Commission reserves the right to deny funding without prior notice to the grantee. All Rome Commission of the Arts grants are awarded on a single-year basis.

Notification

Following City of Rome Commission of the Arts vote, staff mails notice of RCA's decision to all applicants.

Funding Allocations When Selected for a Grant

Grantees will receive and must execute a City of Rome Cultural Services Contract, which shall be drafted by the City of Rome Corporation Counsel's Office and approved by the City of Rome's Board of Estimate & Contract that details one or more grants awarded to the organization. This contract is an agreement that the grantee will provide certain services in return for City of Rome Commission of the Arts (RCA) funding.

RCA treats its contractual obligations with the utmost seriousness and expects the same from grantees. Noncompliance with the terms of the Cultural Services Contract may require the return of funds to the city, and may affect subsequent requests for support.

Organizations must notify RCA promptly concerning any difficulties in complying with contract terms or of any material changes in the information provided **concerning** contracted programs or services. Notifications of changes in contracted programs or services ***must be made before the end of the grant period.***

Crediting City of Rome Commission of the Arts

Proper acknowledgement of **City of Rome Commission of the Arts (RCA)** funds is essential to informing the public that city tax dollars are used to support local arts programs and services. It is therefore stipulated in the Cultural Services Contract that grantees credit RCA in press releases, advertisements, programs, and other materials offered to the public. Failure to comply may jeopardize future Commission funding.

For organizations receiving Civic Partner Program funding, acknowledgement of RCA support is required for all public programs and services.

Final Reports

All grantees must submit a final report for each grant received demonstrating their compliance with the terms of the Cultural Services Contract. Final report forms will be distributed with the City of Rome Board of Estimate & Contract - Cultural Services Contract and final report due dates are January 30th of the subsequent year or 30 days after the culmination of the program, whichever comes first.

Organizations that fail to submit a final report for each grant awarded will *not* be allowed to apply for new funding.

Summary of the Application Contents

Your **complete application packet** should include the following:

1. APPLICATION

Submit one typed, signed original application, and nine copies, all three-hole punched and paper-clipped, NOT STAPLED.

☐ **Application Cover Page, Organization Mission, Background & Programs, Pages 1-2**

The first two pages of the application, which include contact information for your organization.

☐ **Narrative Statement, Pages 3-4**

This is an attachment, not to exceed two pages, which addresses five questions listed in the application.

☐ **General Information, Pages 5-6**

Complete both the General Information worksheet and the Notes worksheet, using form provided.

☐ **Financial Information, Pages 7-8**

Complete both the Financial Information worksheet and the Notes worksheet, using sample format.

☐ **Events, Pages 9-10**

Complete two worksheets, one each for most recently completed year and current year, using form provided.

☐ **Signature Page, Page 11**

This page includes a final checklist and place for the signature of an authorizing official of your organization.

☐ **FIRST-TIME APPLICANTS ONLY: Work Sample Identification Sheet. Refer to paragraph 3 below.**

2. ORGANIZATIONAL PAPERWORK

Include just one copy of each of the pieces of organizational paperwork, paper-clipped, NOT stapled or three-hole punched.

☐ Certificate of Incorporation for not-for-profit entity filed with New York State

☐ IRS determination letter of not-for-profit status, if appropriate.

☐ Audit or financial statement for last completed fiscal year

☐ Board of Directors List

3. ADDITIONAL SUPPORT MATERIALS

Include just one copy of additional support materials, NOT stapled or three-hole punched.

☐ These might include a current season/program brochure, past program brochures, annual report, letters of endorsement from the community, awards or notable recognition, select reviews.

☐ **FIRST-TIME APPLICANTS ONLY: Work Sample.** Organizations applying for the first time *must* include a sample of their organization's work. Refer to: Guidelines First-time Applicants ONLY - Work Sample Submission. Current RCA previously funded recipients should NOT send work samples.

General Tips on Preparing Your Application

Read The Guidelines Carefully; Be Sure You Allow Enough Time For All Requirements.

We know you are multi-tasking. Take the time ahead to organize – especially the parts of the application that may depend on other people's help (like signatures, financials).

- Have you made arrangements to get the necessary signatures in a timely way?
- Do you have copies of required documents?
- Do you have a properly formatted work sample that is representative of your work?
- Try to allow time enough for a colleague or friend to read your application and give you feedback.

Tell Your Story.

A good application has a lot in common with a good performance or exhibit – it should tell a story that engages and informs the reader. Use each section of an application to build up your story, as you would acts, movements or rooms in an exhibit. You do not have to be a professional grant writer to create an effective proposal. You know your organization, your audience, your successes and goals.

- Use simple, straightforward language.
- Be sure to type your application. Do not use type smaller than 11 point.
- Keep the **Evaluation Criteria** in front of you. These are the themes your story should address, and they may give you ideas about what details will make your organization stand out.
- *How does your organization make a difference?* Successful proposals speak not just to what you need, but to the impact you have – or want to have – on your art form or cultural discipline, on behalf of artists, the audiences you serve, your neighborhood, the city and region at large.
- Numbers tell a story too. Be sure to explain any major changes from year to year. And double-check your budget pages! Bad math or unrealistic budgets make a bad impression and may raise questions about your management or stability.
- Look for ways to add interest to your story – include a short quote from an artist or some specific detail that will make your information come alive.

Remember Your Audience: City of Rome Commission of the Arts (RCA)

Arts Commission Members are your *peers* – they are not impressed by pretentious language and extravagant claims.

Knowledgeable as they are, Commissioners will not know all applicant organizations.

- Be concise, organized and accurate; Commissioners must read and evaluate several applications. You can make a big impression by being brief!
- Please assume Commissioners are reading about you for the first time. It's easy to forget that other people may not know things you take for granted. Tell your story clearly and use specific details.
- Do not count on your support materials to explain your organization. Include all essential information in the application itself and use support materials to add interest and credibility.

Follow Directions and Be Sure Your Application is Complete.

- Type in minimum 11-point font. Collate carefully. Count your copies.

Late or Incomplete Applications Are Not Accepted

- All application materials must either: arrive at the office by 5 p.m., **Friday, June 30, 2006** or be postmarked by the U.S. Post Office no later than **June 30, 2006**.

Applicants must check that their own application is complete and received/mailed in a timely manner.

Detailed Tips on Preparing Your Application

You will find it most useful to read pages 7 and 8 as you are writing your application.

Application Cover Page and Organization Overview – Pages 1-2

- For operating income on this page, please include figures for your last three completed fiscal years. Organizations operating on a calendar fiscal year (ending 12/31) should use fiscal years 2003, 2004 and 2005. If you are applying in your third year, list only your two completed years.
- Be sure that your Fiscal Year 2004/05 and 2005/06 operating income figures on the cover page match those on the Financial Information page.
- The Organization Overview on Page 2 should be general and historic, as opposed to the more recent history described in your Narrative Statement.

Narrative Statement – Pages 3-4

- The five questions to be addressed in the narrative statement are listed in the application. Your narrative statement can be up to two pages in length and should be on separate sheets, labeled with the title and page numbers, and attached to the completed application.
- The narrative statement is the core of the application. It will give Commission members a context in which to review information given in other parts of the application.
- Your narrative statement should accurately reflect the current accomplishments and challenges of your organization, both artistic and managerial.
- Review the evaluation criteria as you draft your statement, addressing them whenever possible.

General Information – Pages 5-6

- Complete in full the General Information Page 5 This page identifies attendance and personnel figures for four years.
- Most of the fields on this form should be relevant to every organization. However, if something is not applicable to your organization, simply leave that field blank.
- This four-column sheet asks for two actual completed fiscal years, your current budget, and your projected budget for next year. Columns refer to fiscal years ending with the second year shown (FY 2004-05, 2005-06, 2006-07 and 2007-08). Organizations operating on a calendar fiscal year (ending 12/31) should use fiscal years 2004, 2005, 2006 and 2007.
- Line 16 "Other": Use this line only for attendance that does not fit into the other fields.
- The Total Attendance figures on Line 17 for the last completed year and current year should match those in the Total Attendance field at the bottom of the corresponding Events pages.
- Use the Notes page (Page 6) to describe changes or give additional information. Be sure to explain significant changes such as losses or projected growth in audience numbers.

Detailed Tips on Preparing Your Application continued

Financial Information – Pages 7-8

- Complete in full the Financial Information Page 7. This page identifies revenue sources and expenses in all general areas of programming and administration for four years.
- Most of the fields on this form should be relevant to every organization. However, if something is not applicable to your organization, simply leave that field blank.
- This page should reflect your operating fund activity only—no capital project income or expense.
- This four-column sheet asks for two actual completed fiscal years, your current budget, and your projected budget for next year. Columns refer to fiscal years ending with the second year shown. (FY 2004-05, 2005-06, 2006-07 and 2007-08). Organizations operating on a calendar fiscal year (ending 12/31) should use fiscal years 2004, 2005, 2006 and 2007.
- Lines 3-10: Personnel costs separated by program may be available from your financial statements or your Federal Tax 990 form. For personnel who perform multiple jobs, you may wish to divide salaries among categories (determining that the Executive Director is half administrative and half artistic, for example). Whatever choices you make, make sure that you remain consistent year to year.
- Line 45: For income from Fundraising Events – please also check the appropriate box indicating whether your numbers are “Net” (income after event expenses have been subtracted) or “Gross” (all income, no expenses subtracted).
- Line 49: Total income figures listed on this page for the two prior completed fiscal years should match those given on the Application cover page.
- Lines 19 & 48: Value in-kind costs (non-cash goods and professional services that you would otherwise pay for, but that are donated) at reasonable market rates. Business donors should be able to provide estimates of costs for their in-kind services. State in the Notes the hourly rate you apply to in-kind volunteer time. Be sure that in-kind contribution figures match in-kind expense figures.
- Please use the Notes (page 8) - to explain variations in your expenses or give us a clearer picture of your statements. If any of the following issues exist, please explain in Notes:
 - in-kind contributions represent more than 10 percent of the total operating budget;
 - budget figures show an increase or decrease of more than 25 percent in any category;
 - a substantial and/or growing deficit.
- Lines 54-55: These numbers should come off your organization’s year-end balance sheet.

Events – Pages 9-10

- Identify all key programs and annual activities, numbers of productions, attendance for two years.
- Organize events as you wish. The choices you make in organizing events (listing individually by date, versus grouping events by program or category) are less significant than making sure that you remain consistent year to year with that organizational choice.
- Be sure that total attendance figures on these two pages match those given on Line 17 of the general information page.

Signature Is Required – Page 11

- The organization’s Authorizing Official (also named on Page 1, the person authorized to commit the organization in fiscal and legal matters) must sign the original application in ink.

First Time Applicants – Include Work Sample Identification sheets and materials (see additional instructions).

City of Rome Commission of the Arts (RCA) Funding Policies

Application Materials Are Public Information

Applications submitted to the Commission of Arts become public information. Members of the public may see and copy them if they make a formal request. The New York State Freedom of Information Law requires this.

Discrimination Is Not Allowed On City-Funded Projects

Applicants receiving funds from the City of Rome must comply with City of Rome Municipal Codes pertaining to prevention of discrimination in City contracts and pertaining to license requirements.

Americans With Disabilities Act Applies to City-Funded Projects

The Americans with Disabilities Act (ADA) is a federal law ensuring access to services and facilities for the physically challenged. The City of Rome respects the needs of people with differing abilities and seeks to make available to applicants, participants and all interested persons information regarding the provisions of the Americans with Disabilities Act and its applicability to the activities of the RCA.

RCA Supports Freedom of Expression

The City believes a community that fosters freedom of speech and thought will advance as a society. The strength of the United States as a nation rests in its tolerance of divergent opinions and ideas. Government support of the arts must similarly tolerate a spectrum of ideas and encourage freedom of thought.

The Rome Commission of the Arts Respects Diverse Cultures

The Commission respects and seeks to achieve cultural and aesthetic diversity in its programs and administration through:

- Ensuring culturally diverse representation in decision-making through attention to cultural diversity in committee selection, hiring of staff and Commission appointments.
- Developing policies, documents and procedures that remove barriers to participation.
- Encouraging arts organizations to broaden representation on boards of directors and in employment.
- Identifying ongoing needs and opportunities within the arts for involving diverse cultures and underserved audiences and artists.

Obligations of Award Recipients

Acknowledgement

Organizations receiving funding awards from RCA must acknowledge the source of support in printed materials, signage visible to the public or in other ways appropriate to the project. The City of Rome Department of Public Information and Services Office will supply preferred wording and logos.

Public Benefit

New York State statutory law authorizes purchase of services on behalf of the public, but the New York State Constitution prohibits donations of public money to private organizations or individuals. Accordingly, funded organizations must provide public benefits to citizens of Rome as a condition of their funding.

Contracts and Payment

Funding recommendations of the Rome Commission of the Arts must be approved by the City of Rome Board of Estimate and Contract. Following approval, the City of Rome Corporation Counsel will draft a Cultural Services Contract and will attach a narrative/description as Exhibit A. These contracts will govern project evaluation and the payment of funds. Contractors are paid on a quarterly basis.



Rome Commission of the Arts

City of Rome Department of Marketing and Community Relations

198 N. Washington St., Rome, NY 13440

Phone (315) 838-1709 ♦ Fax (315) 339-7667

Application

2007 RCA Civic Partner Program: Funding for Arts, Cultural, and Historic Organizations

Deadline: June 30, 2006

Applications must be received in the office by 5 p.m. or postmarked by the U.S. Post Office no later than June 30, 2006

Instructions

- Read the Civic Partner Program Guidelines before filling out this application.
- Please type application. Do not use a font smaller than 11-point.
- Submit one signed original application and nine copies, all three-hole punched and paper-clipped, NOT stapled.
- Submit one set of organizational paperwork and one set of additional support materials.
- Signature of the managing/executive director or other authorizing official is required.

Do not copy this page with
your application

Organization Legal Name

Amount Requested

Organization Street Address

City/State Zip+4

Rome, NY

Organization Mailing Address, if different

Street Address

City/State Zip+4

Rome, NY

Telephone (xxx) xxx-xxxx

Fax (xxx) xxx-xxxx

E-mail

Web site (URL)

Administrative Director: ☐ Mr. ☐ Ms.
Name

Title

Telephone

E-mail

Artistic/Program Director: ☐ Mr. ☐ Ms.
Name

Title

Telephone

E-mail

Authorizing Official's Name: ☐ Mr. ☐ Ms.
Name

Title

Primary Grant Contact Person: ☐ Mr. ☐ Ms.
Name

Title

Telephone

E-mail

Date founded

Date of Incorporation

Federal Tax ID# (if applicable)

Fiscal year end (month/day)

Total Operating Income for the last three completed years. (For calendar fiscal years, use 2005, 2004 and 2003. If fiscal year 2007 is your third year of operation, fill in only the two completed fiscal years. You will be asked to update if funded.)

Fiscal year 2006: \$

Fill in for fiscal years ending on or before May 31, 2006

Fiscal year 2005: \$

Fiscal Year 2004:\$

Fiscal Year 2003:\$

Fill in only if you operate on a calendar year (fiscal year ending December 31.)

Organization Name

Organization's Mission Statement and Purpose

Briefly describe your organization's background, leadership and principal programs and services, including the area and groups you serve.

NARRATIVE STATEMENT

Please attach a narrative statement, *not to exceed two pages*, addressing the following five questions

- A. Given Rome's current cultural scene, what role does your organization play; how do you think your organization makes a difference?
- B. What have been your primary accomplishments during the last two years?
- C. What are you doing to develop new resources and audiences?
- D. What do you hope to accomplish in the next two years?
- E. What do you perceive as the community response to your programming?

REPLACE THIS PAGE in your application
with the completed Narrative Statement,
labeled and numbered Pages 3 and 4.

GENERAL INFORMATION

	ACTUAL FY 2004-05	ACTUAL FY 2005-06	CURRENT BUDGET FY 2006-07	NEXT YEAR FY 2007-08
1 Attendance:	<i>For organizations using calendar year budgets, use 2004, 2005, 2006 & 2007.</i>			
2 Top single ticket/admission price				
3 Top subscription/membership price				
4 Lowest single student/discount price				
5 Season (starting month - ending month)				
6 Number of productions/exhibits (A)				
7 Number of subscriptions/memberships sold				
8 Number of students served				
9 Average percentage of capacity				
10 Attendance:				
11 Single tickets sold				
12 Subscriber/member ticket visits (B)				
13 Extra-discounted tickets (C)				
14 (other than season tickets)				
15 Free tickets				
16 Other: _____ (D)				
17 TOTAL ATTENDANCE (E)	0	0	0	0

18

19 **Personnel:**

20 Number of Personnel

21 1 Artistic full time				
22 part time				
23 2 Production full time				
24 part time				
25 3 Administrative full time				
26 part time				
27 4 Education full time				
28 part time				
29 Number of Volunteers				
30 1 Artistic				
31 2 Production				
32 3 Administrative				
33 4 Education				
34 Estimated Total Number of Volunteer Hours				

35 **Facilities:**

36 For performing groups, please identify performance space(s) with seating capacities:

37 (1)				
38 (2)				
39 (3)				

< (names left)
(capacities right) >

A Performance groups should enter number of individual productions; visual art groups should enter number of individual exhibits.

B Subscriber/member ticket visits equals number of subscriptions or memberships sold times number of productions or exhibits available to each subscriber.

C A new term, "extra-discounted tickets," has been used here to replace "discounted," out of recognition that the regular admission price for most arts events is already deeply discounted. "Extra-discounted" refers to any specially-discounted admission opportunities.

D "Other" might include attendance for any events which are not tracked through your regular box office/admissions, but which you want to show on the Events pages as part of the programming you offer. Remember that the totals in line 17 for current and most recent completed years should equal the totals on the Events pages.

E The numbers in Line 17 should equal total of Lines 11-16.

Name of Organization: _____ Fiscal Year Ends: _____

If more room is needed, copy this form and attach additional sheets.

Note

[illegible]

FINANCIAL INFORMATION

Name of Organization: _____

Fiscal Year Ends: _____

(month/day)

	ACTUAL FY 2004-05	ACTUAL FY 2005-06	CURRENT BUDGET FY 2006-07	NEXT YEAR FY 2007-08
1 Operating Expenses:	<i>For organizations using calendar year budgets, use 2004, 2005, 2006 & 2007.</i>			
2 Personnel:				
3 1 Artistic permanent				
4 temporary				
5 2 Production permanent				
6 temporary				
7 3 Administrative permanent				
8 temporary				
9 4 Education permanent				
10 temporary				
11 Production/Exhibition expenses				
12 Marketing/Promotion expenses				
13 Fundraising expenses				
14 Education expenses				
15 Occupancy expenses (mortgage/rent/utilities)				
16 Travel and Transportation				
17 Administrative expenses				
18 Subtotal	0	0	0	0
19 In-Kind Expenses (must = In-kind Contributions)				
20 TOTAL OPERATING EXPENSES	0	0	0	0
21 Earned Income:				
22 Single Tickets Box Office/Admission				
23 Subscription/Membership				
24 Tuition/Workshops				
25 Sales/Concessions/Rentals				
26 Interest & Earnings (savings, reserves, etc.)				
27 Other Earned Income				
28 TOTAL EARNED INCOME	0	0	0	0
29 Earned income percentage	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
30 EARNINGS GAP	0	0	0	0
31 Contributed Income:				
32 NEA, NEH, etc.				
33 Other Federal Government				
34 NYSCA, NYFA, etc.				
35 Other State Government				
36				
37 County Government				
38 RCA				
39 Other City Government				
40 Corporations				
41				
42 Foundations				
43				
44 Individuals				
45 Fundraising Events (<input type="checkbox"/> Net or <input type="checkbox"/> Gross income?)				
46 Misc. contributions				
47 SUBTOTAL CONTRIBUTED INCOME	0	0	0	0
48 In-Kind Contributions				
49 GRAND TOTAL INCOME	0	0	0	0
50 SURPLUS (OR DEFICIT)	0	0	0	0
51 Depreciation (if applicable)				
52 OTHER "INTER-FUND" TRANSFERS				
53 SURPLUS OR (DEFICIT) AFTER TRANSFERS	0	0	0	0
54 Total Liabilities & Net Assets - beg. of year				
55 Total Liabilities & Net Assets - end of year				

Name of Organization: _____ Fiscal Year Ends: _____
(month/day)

[illegible]

Name of Organization: _____ Events for Year Ending: _____

[illegible]

2. EVENTS - Current Year

Events for Year Ending: _____

Events - Programs - Services	CURRENT Year				
	Dates	# of Events	# of Event Days	Attendance	Facility Capacity
TOTAL ATTENDANCE				0	

Final Checklist and Signatures

Your complete application packet should include the documents below in the following order:

APPLICATION – 10 copies total

Include one signed original application, and nine copies, all three-hole punched and paper-clipped, NOT STAPLED, in your application packet.

- ☐ Application Cover Page and Organization Mission, Background & Programs, pages 1-2
- ☐ Narrative Statement, pages 3-4. Be sure pages are numbered.
- ☐ General Information, pages 5-6. Be sure pages are numbered.
- ☐ Financial Information, pages 7-8. Be sure pages are numbered.
- ☐ Events, pages 9-10. Be sure pages are numbered.
- ☐ Signature Page, page 11
- ☐ FIRST-TIME APPLICANTS ONLY: Work Sample Identification Sheet. Refer to: Guidelines First-Time Applicants ONLY – Work Sample.

ORGANIZATIONAL PAPERWORK – one copy each

Include just one copy of each of the pieces of organizational paperwork, paper-clipped, NOT stapled or three-hole punched.

- ☐ Copy of Certificate of Incorporation for not-for-profit entity filed with New York State
- ☐ IRS determination letter of not-for-profit status, if appropriate.
- ☐ Audit or financial statement for last completed fiscal year
- ☐ Board of Directors List

ADDITIONAL SUPPORT MATERIALS – one copy each

Include just one copy of additional support materials, NOT stapled or three-hole punched.

- ☐ These might include a current season/program brochure, past program brochures and reviews, letters of support from the community, awards or notable recognition, sample media reviews. Be selective.
- ☐ FIRST-TIME APPLICANTS ONLY: Work Sample(s). Refer to: Guidelines First-Time Applicants ONLY – Work Sample.
- ☐ Optional: Stamped self-addressed envelope of appropriate size and correct postage for return of Work Sample.

Signature

Signatory declares that s/he is an authorized official of the applicant organization or individual representative, is authorized to make this application, and will ensure that any funds received as a result of this application are used only for the purposes set forth herein.

Authorizing Official (named on Page 1 and has authority to commit organization in financial matters)

Title

Date

Deliver by 5 p.m., June 30, 2006 to:

City of Rome
Marketing and Community Relations
ATTN: RCA Grants Committee Chair
198 N. Washington Street
Rome, NY 13440

Work Sample – First-time Applicants Only

Organizations applying for the first time must include a sample of their organization's work. Rome Commission of the Arts recipients, funded in the past, should NOT send work samples.

Applicants may submit a maximum of two separate work samples — up to five minutes total — in a variety of media: audio, videotapes, compact discs, slides, writing samples or photographs. The Commission will review work samples when they meet. Send one copy only of each work sample.

The **Work Sample Identification Sheet** identifies the sample and places it in context. Copy and collate the appropriate work sample identification sheets with your application.

Submit one copy or set of work sample(s) unless it is a literary sample (see below).

Follow these instructions in preparing your work sample(s):

- A maximum of five minutes total of work sample(s) will be reviewed.
- A maximum of two separate work samples will be reviewed.
- Acceptable media:
 - DVD;
 - video tape (VHS);
 - compact disc audio;
 - 35-mm slides in a plastic sheet holder (maximum of eight; this counts as one five-minute work sample);
 - photographs (maximum of eight; this counts as one five-minute work sample); or
 - literary work (maximum of 15 pages double-spaced); **send 10 copies of a literary sample, to allow each panelist to read prior to meeting.**
- NOTE: For **digital work sample formats** we accept JPEG, MP3 and MPEG Video (saved NSTC) to the following media: CD ROM or DVD ROM. Work samples will be shared from a Windows XP platform.
- Applicant's name and "2007 Organizations" should be clearly labeled on each sample.
- Audio and video work samples must be cued to the desired starting point, *OR* directions to begin the work sample in two steps or less must be provided on the Work Sample ID Sheet.
- Specific CD track number(s) must be identified on the Work Sample ID Sheet.
- State the number of minutes per sample. If not cued, the first five minutes of the sample will be played as submitted.

If a work sample is not available or if you have questions - contact the RCA Grants Committee well in advance of the application deadline.

IF YOU WANT YOUR WORK SAMPLE BACK:

Applicants may pick up work samples at the City of Rome Department of Public Information and Services after receiving notification of the final decision on their application. Applicants who want their work samples returned by mail must include a self-addressed, postage-paid envelope (of appropriate size and with correct postage) with their applications. Use the organizations address for the return address to ensure delivery. Work samples without postage will be discarded 30 days after the notice of eligibility is sent. Every effort is made to ensure safe handling of work samples, but RCA and/or the City of Rome cannot assume responsibility for loss or damage. Application forms and attachments are not returned.

Organization Name

Work Sample Identification Sheet – AUDIO, VIDEO or COMPACT DISC

FIRST-TIME APPLICANTS ONLY

WORK SAMPLE #1

Title

Medium

☐ DVD

☐ video tape

☐ compact disc Audio

Year produced

Length of sample to be reviewed (minutes)

Description of work, including context if it is part of a larger work

Applicant's role in this work

Partners or collaborating organizations

WORK SAMPLE #2

Title

Medium

☐ DVD

☐ video tape

☐ compact disc

Year produced

Length of sample to be reviewed (minutes)

Description of work, including context if it is part of a larger work

Applicant's role in this work

Partners or collaborating organizations

Organization Name

Work Sample Identification Sheet – SLIDES OR PHOTOS

FIRST-TIME APPLICANTS ONLY

1	Title	
	Artist	Medium
	Dimensions HxWxD	Date

2	Title	
	Artist	Medium
	Dimensions HxWxD	Date

3	Title	
	Artist	Medium
	Dimensions HxWxD	Date

4	Title	
	Artist	Medium
	Dimensions HxWxD	Date

5	Title	
	Artist	Medium
	Dimensions HxWxD	Date

6	Title	
	Artist	Medium
	Dimensions HxWxD	Date

7	Title	
	Artist	Medium
	Dimensions HxWxD	Date

8	Title	
	Artist	Medium
	Dimensions HxWxD	Date

2007 RCA Civic Partner Program: Funding for Arts, Cultural, and Historic Organizations

Organization Name

Work Sample Identification Sheet – LITERATURE

FIRST-TIME APPLICANTS ONLY

Note: Literary Work Samples (a maximum of 15 pages double-spaced in total), should be submitted with **10 copies of the sample(s)** — to allow each peer panelist to read before the meeting. Three-hole punch each sample and place after the Work Sample Identification Sheet in each of the 10 application copies.

WORK SAMPLE #1

Title

Author

Year produced

Description of work, including context if it is part of a larger work

Applicant's role in this work

Partners or collaborating organizations

WORK SAMPLE #2

Title

Author

Year produced

Description of work, including context if it is part of a larger work

Applicant's role in this work

Partners or collaborating organizations